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AGENDA

DD/A TRAINING LIAISON OFFICERS

GROUP MEETING NUMBER 2

Friday 10 July 1953

10:30 A.M.

117 Central Building

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1. Supervisory Training -  Chief, Management Training Division, OIR.
2. Specialized Training Conducted by the Various Offices.
3. Training Policies of the Various Offices.
4. Short Courses After Duty Hours.
5. Budget Follow-up.
6. Old Business.
7. New Business.  
Organization Chart
8. Suggestions for Agenda for Next Meeting on Monday 24 August, 10:30 A.M., 117 Central Building.

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10 July 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Group Meeting #2, DI/A Training Liaison Officers, 10 July 1953

PRESENT:



Compt  
Log  
Med  
EASO  
GSO



DD/A  
OTR  
OTR  
OTR  
OTR

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1. Supervisory Training

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a. It was requested by all of the DD/A TLO's that [redacted] Chief, Management Training Division, OTR, be invited to this meeting to discuss supervisory training, particularly such training as is available other than the basic Human Resources Program.

b. The DD/A group should be the partners and backers of developments in management training. Conferences have been held with Mr. Wolf, briefings have been made to General Cabell on this subject; DD/A and OTR relationship should be close and with clear understanding in terms of management policy and management training.

c. OTR policy re management training is that OTR will perform only those functions appropriate to the Office of Training; that is, management training as against action related to management.

d. The Administrative Support Course of TR(S) has been developed as a result of close coordination between OTR [redacted] and DD/A, but this course is not for basic supervisory training purposes.

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e. The Human Resources Program, in which [redacted] supervisors have been trained to date, has been used in part to determine the real need of supervisors in CIA for more formalized management training. It will be necessary to pin down and clarify these needs in order for formalized instruction to be established. The Human Resources Program has been extremely well received to date and will continue during the recent year.

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f. The Administrative Support Conference will be established for the purpose of communication between administrative personnel and service officers in order to resolve office level and agency level problems on subjects such as finance, personnel, etc. Division level administrative officers and assistants are the basic group to be covered, to resolve their administrative operational problems.

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g. The Basic Management Course is designed to be a 40 hour course (seminar with 25 person limit, 4 hours per day for 10 days) consisting of basic management training for supervisors. It will be based as much as possible on case studies and discussion with perhaps a project report related to the job.

h. The key problems in CIA from the management point of view are coordination, intra-office communication, and personnel management. The basic management course will be aimed at the problem of coordination. The content of the course is not completely set at this point, but a series of questions or check sheets have been developed to start thinking of management questions re: organizing, planning, directing, coordinating, and controlling.

i. Assistance and advice re the content of the Basic Management Course and some instructors will be required from DD/A in order to get the course under way in the fall. A draft of the proposed content of the course will be distributed throughout DD/A for comment and return to M/D and will be used in planning and setting up the course. It is planned that policy (theory) and techniques (operations) will be considered in terms of particular problems. Basic management theory then can clarify operations and be applied in terms of operations.

j. A great deal of the management problem is at the top level of the Agency--at the AD level and up. The Executive Conference is planned as a series of 1 hour conferences with AD's and up, to discuss supervisory training in the Agency. It is hoped that this will lead to twice yearly conferences with top management, keeping them current on the status of management training and also accomplishing some management training at the same time.

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k. [ ] stated he would be glad to meet with the group or any individual at any time on management training.

## 2. Specialized Training Conducted by the Various Offices

a. This item was put on the agenda at the request of Comptroller and logistics in order that DD/A TLO's might become acquainted with the specialized training conducted by the other DD/A offices and possibly participate in some of them. Statements were presented by Comptroller, Logistics, Medical, and Security.

b. Comptroller - [ ]

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(1) Finance Training Program consists of two weeks of lectures, problems, and practical experience in finance and is normally for personnel going to the [ ] stations overseas as finance officers and assistants. This course would be of particular interest to DD/P personnel going overseas in a finance capacity. It was agreed that [ ] would be invited to the next DD/P TLO meeting to discuss this training program.

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(2) Various briefings are conducted by this office on finance to high-level personnel and to agents that cannot come into the building.

c. Logistics - [ ]

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(1) Logistics Individual Indoctrination Program, is mainly for DD/P personnel, GS-13 and up. It is based on requests of the area divisions for such personnel to receive information about logistics through a series of briefings, which are based on the individuals' interests and requirements. A general briefing is conducted by the TLO, with further briefings conducted by Division Chiefs in the Office of Logistics.

(2) On-the-Job Training is conducted for junior personnel, normally those assigned to overseas posts, or in logistics analyst positions in the DD/P complex. This consists of individual on-the-job training in preparation for specific assignments.

(3) Logistics Support Course, is a proposed five weeks course, 3 weeks at headquarters consisting of formal instruction, training films, briefings, and presentations by technical personnel in the Office of Logistics; 2 weeks at [ ] consisting of rotational assignments on the job to provide on-the-job practical experience. Personnel in the course will normally be grades 7-11. This course is now under validation with DD/P, and will begin at any time DD/P commits personnel to it. (about 6 per course) This course may eventually be formalized enough to permit its transfer to OIR. 25X1A6A

d. Medical - [ ]

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(1) Training of technicians and doctors going to the field consists of medicine and first aid for the technicians and specialized medical subjects and area briefings for the doctors. They also attend the Administrative Support Course which meets operational, supply, and SEC training needs. The total training program for such personnel is three months in length, including the SEC, Administrative Support Course and Medical Office training.

(2) Operational training of case officers at the practical level is aimed at the need for medicine in operations; operational training of operational personnel is aimed at medical care, first aid, etc., to take care of themselves and others in the field.

(3) Medical Supply training is also conducted by the Medical Office but this is minimum training.

e. Security - [ ]

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(1) The Security Office in its field operations [ ] overseas has unique and specialized training problems. Summary of Security Office training is as follows: 25X1

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(2) Training is conducted for personnel going out under cover to undertake investigation, and for clerical employees in field offices.

(3) Training is conducted for personnel assigned overseas as security officers, in investigation techniques, cover, submission of reports, [redacted] etc. Such personnel are also sent to the Operations Course.

(4) The Security Office gives support to the Agency by the training of various personnel in subjects like [redacted] aliens, performance of courier service and escort service.

(5) There is on-the-job or in-service training in the field offices. Language training in the field is carried on partly by means of training aids (records, etc.) provided by OTR.

(6) Training is conducted for HQ personnel in the investigation of security violations in the Agency.

(7) The Security Office avails itself of OTR facilities when it can, but much of its training problem cannot for technical and security reasons be handled by OTR.

### 3. Short Courses

a. This item was placed on the agenda at the request of Comptroller. In the Comptroller memorandum of 9 June re Office training requirements, it was stated that there would be requirements for various short courses (2-3 weeks) either during duty hours or after duty hours for on-duty personnel.

b. Comptroller requirements are for specialized short courses for particular types of personnel in finance and general indoctrination courses after hours.

c. [redacted] asked that this point be put in the records that there are plenty of people in CIA who would go one night a week from 5 to 7 for a year in a SIC to catch up with new personnel for whom it is required. If Training were to establish such a program on a voluntary basis, many persons would accept the opportunity to learn, and meet the minimum common denominator in the Agency in terms of intelligence training. [redacted] pointed out that there are a number of personnel who are taking courses after hours at their own expense and that the CSB was keeping tabs on this, as an indication of motivation to improve performance.

d. It was agreed to invite [redacted] to the next DD/A TLO meeting to discuss an abbreviated BE for on-duty personnel, and specialized short courses.


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4. The OTR organization chart was distributed. Then because of time, all other items on the Agenda were scheduled for the next meeting.

  
Chief, Plans & Policy Staff

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